

**189—16.3(533) Balloting procedure.**

**16.3(1)** Ballots shall be mailed to those voting members who meet the criteria established by the board, and who contact the credit union office requesting an absentee ballot.

**16.3(2)** Voting members who meet the criteria established by the board shall be given the opportunity to vote in person at the credit union office prior to the day of the annual meeting.

**16.3(3)** An envelope marked “Ballot” shall be provided to the absentee voter and the voter shall sign in the appropriate location on the outside of the envelope and seal the envelope before mailing or delivering the ballot in person to the credit union office. The envelope shall be substantially in the following form:

|   |   |        |
|---|---|--------|
| From<br>_____<br>_____<br>_____<br><br>_____<br>Signature | SAMPLE ENVELOPE<br><br><b>CONTAINS ABSENTEE BALLOT</b><br><br>TO: Election Committee<br>ABC Credit Union<br>Anytown, IA 00000 | SAMPLE |
|---|---|--------|

**16.3(4)** Ballots returned to the credit union office by mail must be received no later than the day of the annual meeting in order to be valid.